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| **Job Title** | Warehouse Operative |
| **Department.** | Operations |
| **Location** | Gateshead |
| **Reports to (direct)** | Chris Liddle |

###### MAIN PURPOSE OF JOB

To process materials in accordance with company procedures. Working in line with company H&S and compliance in all warehouse matters, maintain daily machinery checks before starting day, working to keep the Process machines and warehouse environment in a clean safe working condition, reporting any defects as required to minimize production downtime. Being able to work on own initiative as well as part of a team with a degree of flexibility during busy periods. As this is confidential waste discretion and confidentiality is always paramount, providing a secure and reliable service to all our customers.

###### KEY TASKS

1. To assist with the loading and unloading of confidential paper and materials from vehicles as required.
2. Assist with collections from customer sites as and when required
3. To complete relevant documentation as necessary, such as daily and weekly checks
4. To Operate Shredding & Baling machinery in a safe and compliant working environment.
5. To report any Shredding & Baling machinery / equipment / vehicle defects to the Warehouse Manager.
6. To comply with the WTD regulations and other relevant Legislation.
7. To assist with any warehouse or production requirements, as determined by depot

Management.

1. Ensure that all lifting and maneuvering is carried out in accordance with manual handling procedures
2. Operate in a safe manner complying with all health, safety, and environmental requirements to ensure own and safety of others
3. Safe and compliant use of FLT / Tele Handler in a working environment
4. Keep areas of work clean and tidy to ensure operational efficiency

\*\*\* The above is not an exhaustive list but an outline of your duties. All Restore Datashred employees need to be aware that they may be asked to perform tasks and be given responsibilities as reasonably requested.

**SKILLS, QUALIFICATIONS, EXPERIENCE:**

1. High levels of Health and Safety standards.
2. Numerate and literate.
3. Excellent verbal communication.
4. Able to work well as part of a team
5. Ability to work under pressure showing flexibility when required.
6. FLT Counterbalance / JCB Telehandler Experience
7. Confidential Wastepaper Management (Desirable but not necessary as full training will be given)
8. IOSH Certificate (Desirable)
9. Must have a current FLT certificate

**HEALTH & SAFETY RESPONSIBILITIES**

• Adhere to all Company Policies and Procedures contained in the Information Security, Environmental, Health and Safety and Quality Management Systems

• Report any Information Security, Environmental, Health and Safety and Quality incidents to your supervisor

Managers are responsible for training staff on Company Policies and Procedures contained in the Information Security, Environmental, Health and Safety and Quality Management Systems

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| **APPROVED BY****Line Manager** Name: ………………………………………………...Signature…………………………Date…………………………………… | **Post Holder**Name: …………………………….……………………….Signature………………………………………Date…………………………………………… |